

# HOST & PARTICIPANT CHECK-IN MEETINGS

A regularly scheduled check-in meeting between host and participant is important to provide a space for all questions and needs to be addressed in a proactive and productive manner. These conversations should not focus solely on the tasks a participant is completing but extend to reflection and consideration of how their experience is informing their career goals. Hosts can also use this time to ask for feedback and insights on their current personal/organizational practices and systems.

Check-in meetings should be approximately the same length, and at the same time each week. Participants and hosts are encouraged to take notes to refer to at subsequent meetings.

The following is a list of guiding questions and prompts to assist in the check-in meeting conversation.

## TASKS CHECK-IN

Hosts	Participants
<ul style="list-style-type: none"> <li><input type="checkbox"/> How are the assigned tasks coming along?</li> <li><input type="checkbox"/> How can I and/or another team member assist you?</li> <li><input type="checkbox"/> Are you on track to meet your deadlines?</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> What feedback do you have for me on my task completion and quality?</li> <li><input type="checkbox"/> Discuss areas of needed assistance.</li> <li><input type="checkbox"/> Provide updates on meeting deadlines or need for extended time on a task/project.</li> </ul>

## SKILLS CHECK-IN

Reference the [Recommended Technical and Essential Employability Competencies](#)

Hosts	Participants
<ul style="list-style-type: none"> <li><input type="checkbox"/> Have you been able to practice or witness any new skills?</li> <li><input type="checkbox"/> How can we provide opportunities to assist in development of these?</li> <li><input type="checkbox"/> Discuss any areas in need of further development.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> What is something that has gone really well for me since our last check-in?</li> <li><input type="checkbox"/> What additional opportunities are available for me?</li> <li><input type="checkbox"/> What goal am I working towards? What do I need to get there?</li> </ul>

## TIME FOR REFLECTION

Hosts	Participants
<ul style="list-style-type: none"> <li><input type="checkbox"/> What is something that surprised you recently?</li> <li><input type="checkbox"/> What are some lessons learned and challenges experienced?</li> <li><input type="checkbox"/> How do you think you have informed your educational or career goals?</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide feedback on any thoughts or insights regarding host practices/systems.</li> <li><input type="checkbox"/> Discuss areas of challenge and what was learned.</li> <li><input type="checkbox"/> Is there anything I should know or anyone I should talk to about my career goals?</li> </ul>